

FUNDING DETERMINATION CHECKLIST

**A COPY OF THIS PAGE SHOULD BE INCLUDED WITH THE LETTER OF INTENT
AND ABSTRACT**

This checklist* is designed to help applicants determine which stage of the PluggedInVA grant they are eligible for and should be completed prior to a program writing a letter of intent and abstract.

Development Grant Application

Research on Labor Markets, Occupational Training, and Educational Services

- ☐ Identify local employment trends
- ☐ Identify job and training requirements
- ☐ Identify gaps in available training services

Program Administration, Staffing, and Data Collection

- ☐ Identify PluggedInVA staff and responsibilities
- ☐ Identify potential financial resources and funding
- ☐ Define expected outcomes and data to be collected

Partnerships

- ☐ Identify partners
- ☐ Discuss plan with potential partners
- ☐ Define partner and staff roles, responsibilities, and, contributions
- ☐ Decide what data each partner can contribute for evaluation
- ☐ Create a project timeline
- ☐ Develop a memorandum of understanding among partners

Curriculum Development

- ☐ Research skills and knowledge necessary for entry-level employment in targeted high-demand occupations
- ☐ Collaborate with postsecondary institution to plan curriculum
- ☐ Design plan for co-enrollment
- ☐ Draft learner timeline
- ☐ Develop curriculum using PluggedInVA Instructor's Manual
- ☐ Plan for the capstone project
- ☐ Develop rubrics: professional soft skills and capstone projects
- ☐ Develop weekly instructional schedule
- ☐ Train instructors in curriculum and assessments

Student Recruitment

- ☐ Establish admission criteria
- ☐ Create admission forms
- ☐ Develop admissions process and orientation
- ☐ Develop and execute recruitment plan

If the above benchmarks have been met, the program is eligible for implementation funding.

Implementation Grant Application

Instruction

- ☐ Ongoing instructor collaboration
- ☐ Instructor observations and feedback
- ☐ Peer cohorts: establishing and maintaining
- ☐ Mini-capstones and information challenges
- ☐ Professional soft skills instruction
- ☐ Digital literacy instruction
- ☐ Student persistence plan
- ☐ Capstone project work
- ☐ Capstone project presentation

Advising and Counseling

- ☐ Career Coaching
- ☐ Postsecondary advising and co-enrollment

Program Administration

- ☐ Professional development
- ☐ Fiscal management
- ☐ Ongoing data collection
- ☐ Reporting

Community Collaboration

- ☐ Ongoing partnership development
- ☐ Coordination with employers

If the above benchmarks have been met, the program is eligible for maintenance funding.

Maintenance Grant Application

- ☐ Develop evaluation plan
- ☐ Analyze data collected by partners
- ☐ Identify gaps in performance targets
- ☐ Draft plan for revision

* Checklist items have been excerpted from the *PluggedInVA Implementation Guide* developed by the Virginia Adult Learning Resource Center.